

Job Introduction

Great Milton C of E Primary School is looking to recruit a friendly, efficient and professional Assistant Administrator to join our busy school office. The successful candidate will play a vital role in ensuring the smooth day to day running of our school.

The role:

Reporting to the School Business Manager and Headteacher you will:

- Staff the school reception; greeting parents, visitors and contractors
- Be the main point of contact for telephone calls and emails
- Deliver a range of administrative tasks with accuracy and efficiency
- Maintain pupil records

We are looking for candidates who:

- Have previous experience in an administrative role. A School or busy public-facing environment is desirable but not essential
- Are confident, organised and able to act on their own initiative
- Maintain professionalism and calm, even during busy periods
- Possess strong communication and interpersonal skills
- Are dedicated to safeguarding and confidentiality

In return, we can offer you:

- A supportive and friendly working environment
- A rewarding role and the opportunity to play a key part in our school community
- Opportunities for professional development and training

We welcome informal conversations with the Headteacher or Business Manager and encourage you to come and visit our school and meet our staff and pupils. Please contact Rhona Biel (Business Manager) for further details; telephone 01844 279388 or email office@greatmiltonschool.co.uk

We reserve the right to interview candidates prior to the closing date. Early applications are encouraged. Please send a completed application form to office@greatmiltonschool.co.uk

